

### **BATCH FILINGS: CHAPTER 13 FINAL REPORT**

The following instructions are for the batch filing of Chapter 13 Final Reports for conversions or dismissals. Final Reports for completed cases cannot be batch filed at this time. Separate instructions are posted for the individual filing of Final Reports.

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**STEP 1** Choose **Bankruptcy** from main menu

**STEP 2** Choose **Batch Filings** category

**STEP 3** Enter all case numbers; click [NEXT]

☛ *NOTE: The Notice of Electronic Filing generated by this event may become very lengthy. It will list each case name and number, the electronic document stamp for each case, and the parties electronically served and not served for each case.*

**STEP 4** Confirm all case numbers and names; select **Chapter 13 Trustee Final Report - Conversion** or **Chapter 13 Final Report - Dismissal**; click [NEXT]

**STEP 5** Click [BROWSE] and upload the pdf for each case; click [NEXT]

**STEP 6** Docket text appears. Review for accuracy; modify if appropriate; click [NEXT]

☛ *TIP - Text of docket entry cannot be modified from this screen. If modification is necessary, use [BACK] button on your browser.*

#### **SAMPLE DOCKET TEXT**

**Chapter 13 Trustee Final Report and Account (Dismissal) filed by. (Trenton, Trustee1)**

**STEP 7** Final docket text appears; click [NEXT] to submit.

*TIP - This is the last opportunity to modify information or abort transaction.*

**STEP 8**      **Notice of Electronic Filing** displays.